Sample Bylaws Outline

1. Corporate name\*
2. Registered office\*
3. Corporate purpose\*
4. Directors
5. minimum number – maximum number
6. how nominated and elected
7. term of office/maximum number of terms
8. meeting attendance requirement, if any
9. resignation/removal of directors
10. filling of vacancies
11. compensation
12. Officers
13. duties of each office
14. how officers are nominated and elected
15. term of office/number of terms
16. vacancies/removal
17. Meetings
18. regular meetings – when, where?
19. special meetings
20. annual meeting
21. form of notice of meetings and timing of notice
22. quorum requirements
23. participation via phone
24. action without a meeting
25. meeting minutes – who takes, where kept?
26. Committees
27. standing committees
28. ad hoc committees
29. how committees are created
30. Indemnification of directors
31. Amendment of bylaws
32. Dissolution of corporation\*

\*take language from Articles of Incorporation